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# THE ACADEMY

## CAREER OPPORTUNITIES

Great opportunities are available in a rewarding career for those who enjoy working with animals. The pet grooming industry is in constant need of well-trained, qualified, professionals working as a bather / brusher, groomer, or salon owner.

Cornerstone Dog Grooming Academy prepares students to be leaders in the grooming industry. Students are trained to work with grooming shops, veterinarians, kennels, pet shops, breeders, or any other business, which provides grooming services. Students may also decide to own and operate a salon, kennel, or mobile grooming business. Currently, there are no state or federal licensing requirements in the pet grooming industry. However, institutions, which charge tuition to train students in this area, are required to be certified and licensed in their state. Students who are trained in these schools are taking the initiative to place themselves at an advantage over other individuals entering the pet grooming industry. There is a voluntary certification program, developed and conducted by International Professional Groomers, Inc. Cornerstone Dog Grooming Academy will train each student to prepare for this certification, but the actual testing remains an individual choice.

In addition to basic grooming skills, Cornerstone Dog Grooming Academy offers professional training in the art of scissoring. Acquiring the scissoring technique gives the student an added advantage in the industry. A highly developed skill will provide opportunities in the areas of contest grooming, seminars, lectures, and other avenues beyond the grooming salon.

## PHILOSOPHY

Cornerstone Dog Grooming Academy is dedicated to the teaching, training, and advancement of individuals concerned with the care, maintenance, and appearance of animals. To accomplish this, students are given extensive training, with close supervision, while actually grooming pets at The Groomer's Corner salon. This "hands-on" approach allows students to apply the knowledge and perfect the skills. This results in a quick progression from basic bathing and brushing to a complete professional groom.

Class size is limited to ensure the individual attention each student requires. Programs are designed to proceed at the student's pace, depending upon the learning style of the individual student.

Our goal is to educate and train students to be the finest groomers possible, to be competent and confident members of the pet grooming industry, and to uphold its professionalism.

## REGISTRATION

Cornerstone Dog Grooming Academy has been certified and registered with the State of Ohio Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215-3138.

## LOCATION

Cornerstone Dog Grooming Academy is located within the professional pet grooming salon, The Groomer's Corner, in Clyde, Ohio. Clyde is in north central Ohio, approximately 40 miles east of Toledo, near the south shore of Lake Erie. The mailing address is 141 East McPherson Hwy., Clyde, Ohio 43410. The telephone number is (419) 547-DOGS (547-3647) Fax (419) 547-4748 Web site [www.groomerscorner.com](http://www.groomerscorner.com)

## APPLICATION & REGISTRATION

Anyone interested in applying to Cornerstone Dog Grooming Academy is encouraged to visit the school and meet with the director before enrolling. A visit will not only give the prospective student an opportunity to meet with the director, and examine the facility, but will also provide a demonstration of

the skills and knowledge required to succeed in the pet grooming business. This will assist the prospective student in making a decision about pursuing a career in this field. The visit may be scheduled on any regular business day, from 8:00 a.m. to 5:00 p.m. Please call in advance for an appointment, so the director can plan adequate time for an informative meeting. After the decision to apply has been made, the prospective student must submit the appropriate application forms, copy of High School Diploma / GED certificate, along with the \$100 registration fee. Copies of the necessary forms can be found in the appendix of this catalog.

## **ENTRANCE REQUIREMENTS**

Students should possess a genuine love for animals and High School Diploma, or GED. The academy will review the prospective student's application and qualifications, after which the student will be notified as to the status of his / her acceptance.

## **CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE**

The academy does not accept transfer credit nor allow credit for prior education, training, or experience.

# **ACADEMY POLICIES AND STANDARDS**

## **CONDUCT AND PERSONAL APPEARANCE**

Students are expected to maintain and abide by all rules and regulations of the academy, conducting themselves in a manner that is not disruptive to school or salon business.

Disorderly or inappropriate conduct, which includes but is not limited to, mishandling or mistreatment of pets, abusive language, misuse of equipment, mistreatment of salon customers, use of alcohol or illegal substances, and other inappropriate behavior are cause for dismissal. Violation of academy rules or academic failure will also result in dismissal.

No smoking is allowed in The Groomer's Corner Salon.

Students are asked to wear pants and a smock or apron. Nylon material is highly recommended as it repels dog hair and dries quickly. Shoes should be supportive; no sandals are allowed. Socks that cover the ankles are to worn at all times. No shorts allowed. Students are expected to be as neat and clean as possible at all times.

As part of the training, each student will be responsible for the sanitation and cleanliness of all tubs, floors, cages, tables, and equipment. The student will also be required to handle specific needs of the pets including feeding, watering, and outside breaks when required.

**ALL STUDENTS MUST HAVE A CURRENT TETANUS TOXIN IMMUNIZATION BY THE FIRST DAY OF CLASSES. A LETTER FROM YOUR DOCTOR PROVIDING THIS INFORMATION WILL BE SUFFICIENT PROOF.**

## **ATTENDANCE**

Absences in excess of five (5) days per course will be cause for dismissal unless the school receives justifying documentation. Students may make up lost time and work with permission of the director.

Unexcused tardiness, over fifteen (15) minutes, will be penalized. Four (4) times tardy will constitute one (1) absence. The same will be applied to early departures.

## **LEAVE OF ABSENCE**

Extended absences due to circumstances beyond the student's control will constitute a leave of absence. Arrangements for a leave of absence must be made with the academy director, with confirmation submitted in writing. Medical leaves require a doctor's statement. Students will be allowed one leave of absence during the course of the program.

## **SCHEDULE**

Students are provided with a calendar of dates that the school will be closed due to unavoidable circumstances. Classes are not held on major holidays which include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Classes and lab time are Monday through Friday from 8:30 a.m. to 5:00 p.m. Students are allowed one half hour for lunch and a minimum of two (2) ten minute breaks during the day.

The professional grooming program is designed to be completed in 720 hours, consisting of a 280-hour academic term followed by a 440-hour externship. Students who need, or request, extra time to complete the requirements of the program may extend their student status beyond the program's designated number of hours, and will be charged accordingly.

## **INSTRUCTION**

Students are required to read, study, research, and keep a notebook., which will be examined and evaluated by the director. Instruction also includes lectures and various visual presentations. Application of knowledge and skills taught in the classroom is handled through practical "hands on" experience at The Groomer's Corner Salon. Improved skills and techniques are developed while actually working on the animals. The instructional program may also include special workshops and seminars.

## **GRADING**

The student's performance is evaluated through the use of written tests and demonstration of skills. Overall participation is also considered in the grading process. The minimum passing final grade is an average of 70%. Failure to maintain this average will result in the interruption of the course for unsatisfactory progress. With approval of the director, the student will be placed on probation for a period of two (2) weeks, at which time the student will be re-evaluated. The student may be dismissed, at the discretion of the director, if a passing grade has not yet been achieved. If the student is dismissed for unsatisfactory progress, a re-entrance exam and demonstration of skills must be completed satisfactorily before re-enrollment may occur.

Grading scale:

99 to 100	A+	91 to 93	B+	81 to 85	C+
97 to 98	A	89 to 90	B	76 to 80	C
94 to 96	A-	86 to 88	B-	70 to 75	C-

## **ADVISING**

Students who have academic or personal problems are encouraged to consult individually with the faculty.

## **COMPLETION**

All students who complete the required course hours, and have a final grade average of 70% or above, will receive a DIPLOMA. Students having a final grade average of 94% or above will also receive a CERTIFICATE OF EXCELLENCE.

## **PLACEMENT ASSISTANCE**

Cornerstone Dog Grooming Academy does not (and cannot by law) guarantee job placement or assistance. However, information regarding job opportunities and businesses for sale will be provided to the student, as it becomes available to the academy. The student must take the initiative to utilize this information.

## **REFUND POLICY {Rule #3332-11.15}**

All monies paid by the student will be refunded if the student is not accepted by the academy.

When notification of cancellation is given within 5 days of receiving notice of acceptance to the academy, but prior to the first day of class, all fees, tuition, and any other charges shall be refunded to the student.

When notification of cancellation is given 6 or more days after receiving notice of acceptance to the academy, but prior 5:00 p.m. the student's first day of attendance, the academy may retain no more than the registration fee of \$100.00.

A student who starts class and officially withdraws before the period is 15% completed will be obligated for twenty-five per cent of the tuition and refundable fees plus the registration fee.

A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.

A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.

A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

## **PROFESSIONAL GROOMING PROGRAM**

### **OBJECTIVE**

This course is designed to provide the necessary knowledge and skills to prepare the student to obtain future employment as a Professional Pet Groomer. This course may also prepare the student for the management of a grooming salon.

### **COURSE DESCRIPTION**

This course covers basic information pertaining to cat and dog behavior and breed identification. Students become acquainted with animal health care problems, such as skin disorders, eyes, ears, nails, and mouth problems, and will learn how to respond to animal emergencies.

The course also includes instruction in safety and sanitation. Students learn about shampoo types, and gain experience in bathing, and drying pets. Techniques in handling different coat types,

de-matting, and dealing with pet behavior problems, all with a humane process, will be covered and practiced.

Students will learn all levels of grooming, with an emphasis on the finished appearance of the pet. In addition, scissors techniques in layer cutting, thinning, and hand stripping are included in the skills taught and practiced. The students will also master an understanding of breed standards, as well as the ability to provide fine creative grooming for mixed breeds.

Students will complete an extensive study of dog and cat breeds, and conduct in-depth research of temperament, structure and movement. Practical experience in dog obedience is also included.

## **PREREQUISITE**

A genuine love of animals.  
High school diploma or GED certificate.

## **LENGTH OF COURSE**

280 Classroom / Lecture and Exam hours (to be completed in the first 280 hours of attendance)

Following the 280 Classroom / Exam the student will enter a 440 hour Externship required for diploma. The Externship includes non-instructional laboratory hours for enhancing skills learned during the Academic Term.

Additional hours required, or requested, will be charged at a rate of \$15.00 per hour, with a minimum of eight-hours.

## **TUITION AND FEES**

Registration Fee:	\$ 100.00	To accompany application
Tuition:	\$ 5400.00	Collected pursuant to Rule #3332-1-10

## **REQUIRED EQUIPMENT & MATERIALS**

Students must purchase all required equipment for the program of study. Equipment must be purchased from the academy prior to beginning course.

### **Books & Reading Materials**

*Complete Dog Book*, the American Kennel Club, Newest Edition  
*Notes From the Grooming Table*, Melissa Verplank  
*Problems to Profits*  
*Poodle Clipping and Grooming the International reference*, by Shirlee Kalstone

### **Equipment**

Grooming uniform-nylon preferred  
2 Universal Brushes – 1 large & 1 small  
2 Nail Trimmers  
    Large (Miller Forge recommended)  
    Medium

Styptic Powder  
Ear Powder

Ear Cleaner  
Forceps – non-locking (curved or straight)  
Detangler Spray (such as Quicker Slicker or The Stuff)  
Greyhound Comb – 7 ½ “ to 8”  
Grooming Noose  
Magnet comb / stripping comb (magnet stripper)  
Matt Breaker  
Dremel (buffer)  
Flea Comb  
Rubber Cury  
Andis 2 Speed Clipper—Includes Blade #10  
Moser by Wahl ARCO  
Moser by Wahl Minni  
Blades  
    15, 30, 7, 7F, 5, 5F, 4, 4F, 9, 3 ¾, 3 ¾ F  
Snap-on Combs  
Blade Wash  
Hounds Hair Mitt  
Tool Box  
Scissors:  
    5 1/2 Curve  
    10 “ Straight  
    10” Curve  
    8” Straight  
    8” Curve  
    Thinning shears  
  
Scissors Holster

## **STUDENT GRIEVANCE PROCEDURE**

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained the student may contact the State of Ohio Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215, (614) 466-2752, toll free 877-275-4219

**GENERAL APPLICATION**  
141 East McPherson Hwy.  
Clyde, Ohio 43410  
(419) 547- DOGS  
(419) 547-3647

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Education Completed \_\_\_\_\_  
\_\_\_\_\_

Please submit copy of diploma(s) or GED certificate.

List last 3 jobs and job responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List 3 hobbies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you \_\_\_\_\_ left-handed or \_\_\_\_\_ right-handed? (please check one)

Do you have any physical handicaps? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Are you taking any kind of medication? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

List personal pets: \_\_\_\_\_

\_\_\_\_\_

List any professional handling of animals and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain, in 25 words or more, why you want to train in the field of Professional Pet Grooming. Please use a separate sheet of paper if more space is needed.

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